

STATE OF CALIFORNIA

**SUPERIOR ACCOMPLISHMENT GIFT
OR CASH AWARD RECOMMENDATION**

STD. 278 (REV. 8-98)

☐ Superior Accomplishment

☐ Silver--Individual or Team

☐ Gold--Individual or Team

☐ Sustained Superior Accomplishment (for sustained superior performance over a period of 24 months)

| | |
|------------------------|--------|
| TO: DIRECTOR | AGENCY |
|------------------------|--------|



In accordance with the provision of Section 19823 of the Government Code, Article 4 of the Rules and Regulations of the Department of Personnel Administration, and procedures set forth in Sections 4780 through 4782.9 of the State Administrative Manual, it is recommended that award consideration be given for the Superior Accomplishment herein described, which has been performed by the following named employee of this department:

| | | |
|---------------|----------------|----------|
| EMPLOYEE NAME | CLASSIFICATION | C.B.I.D. |
|---------------|----------------|----------|

| | |
|--|-----------------------------|
| BEGINNING DATE (Mo., Day, Yr.) | ENDING DATE (Mo., Day, Yr.) |
| DATES FOR SUSTAINED SUPERIOR ACCOMPLISHMENT | |

DESCRIPTION OF ACCOMPLISHMENT (Give specific facts, using the outline on the reverse side and the State Administrative Manual as a guide. Attach additional sheet if necessary.)

BASED UPON THE ABOVE FACTS, I RECOMMEND GRANTING AN AWARD OF

| | | | |
|--|--|----|--|
| <input type="checkbox"/> \$25 to \$250/Silver per individual or team (Superior Accomplishment) | <input type="checkbox"/> \$50 to \$500/Gold per individual or team (Superior Accomplishment) | OR | <input type="checkbox"/> \$25 up to \$250 per individual or team (Sustained Superior Accomplishment) |
| SIGNATURE (Supervisor) | TITLE | | DATE SIGNED |
|  | | | |
| SIGNATURE (Director) | | | DATE SIGNED |
|  | | | |

SUPERIOR ACCOMPLISHMENT GIFT OR CASH AWARD RECOMMENDATION

STD. 278 (REV. 8-98) (REVERSE)

GUIDE FOR PREPARING SUPERIOR ACCOMPLISHMENT RECOMMENDATION

I. ELIGIBILITY

Designated managers are excluded from receiving Superior Accomplishment awards if the agency is participating in the Managerial Bonus Program (DPA Regulation 599.796). Effective 12-01-96 designated supervisors are excluded from receiving Superior Accomplishment awards if the agency is participating in the Supervisor Performance Awards Program (DPA Regulation 599.797). All other employees except agency heads or elective constitutional officers may receive this award. An employee may receive this award more than once providing three years have passed since the prior award (Sustained Superior Award only). A group of employees may receive this award. If a group award is recommended, each member of the group may receive a minimum of \$25 up to a maximum of \$250 each, or \$50 or a maximum of \$500 each.

II. State, in the narrative, for which of the following the award is recommended:

A. An act which may include, but is not limited to:

1. An outstanding and superior achievement. (State why the same problem will not arise again in the foreseeable future.)
2. An important contribution to science or research.
3. An unequaled personal effort in overcoming unusual difficulties or obstacles.
4. The completion of an assigned task in a significantly shorter period of time than was deemed possible.
5. A major improvement in methods, organization, procedures, or products (which make an exceptional contribution to the efficiency or economy of the State Government or an exceptional improvement in its operations.)

- B. An act of sustained superior job performance resulting in an exceptional contribution to the efficiency of State Government, sustained over a period of not less than 24 months.

III. Describe the specific achievement in detail.

IV. Describe specifically how the achievement is clearly and unquestionably above normal requirements of the employee's position. (The degree to which it exceeds standards of performance.)

V. Describe the degree the accomplishment necessitated the employee expend personal effort beyond that normally expected. (Relationship of the personal effort to the employee's normal work.)

VI. Describe the amount and nature of ingenuity, initiative and creative effort displayed. (Method used when standard methods would have produced unacceptable or average results.)

VII. BENEFITS:

A. Describe the tangible or intangible benefits which accrue to the State as a result of the accomplishment.

B. If applicable, express tangible aspects comparatively in terms of one or more of the following:

1. Quantity of acceptable work units per period of time.
2. Quality standards.
 - a. Accuracy of results.
 - b. Effect obtained.
 - c. Physical appearance of product.
3. Time within which work must be completed.

C. To what extent do the benefits extend beyond the immediate organization or department?